

## REQUEST FOR PROPOSALS

for Monarch Building Redevelopment

Project Title: Monarch Building Redevelopment

RFP Number: 2025-001

**Submission Deadline: September 8, 2025 at 11:00 AM MT**

Awarding Authority: Urban Renewal Agency of the City of Pocatello, Idaho, also known as the Pocatello Development Authority



**Contact:**

Brent McLane, Executive Director, Pocatello Development Authority

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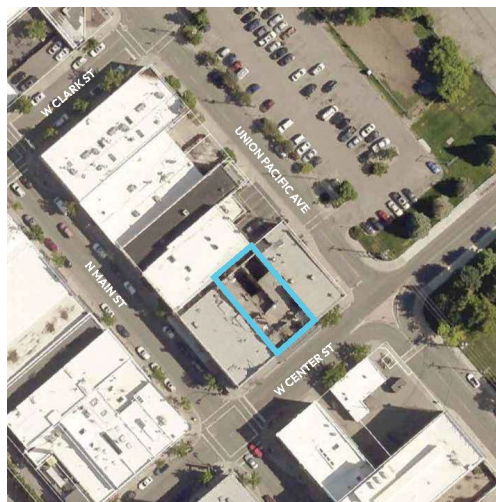
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POCATELLO DEVELOPMENT AUTHORITY  
REQUEST FOR PROPOSALS (RFP)  
FOR MONARCH BUILDING REDEVELOPMENT

**Section I. Introduction**

- A. Invitation:** The Urban Renewal Agency of the City of Pocatello, Idaho, also known as Pocatello Development Authority (“PDA”) is seeking responses from a qualified developer or development team (the “Developer”) to provide redevelopment proposals to revitalize the Monarch Building located at 244 W. Center St. in Historic Downtown Pocatello, Idaho. The goal of this RFP is to strengthen the economic core of Downtown Pocatello by encouraging the redevelopment of this historic infill property. PDA seeks developers that will rehabilitate the building, but will also accept proposals that contemplate demolition and a new structure that retains the historic tone of the replaced structure. Envisioned is a mixed-use development that will activate the ground floor and provide housing options for Downtown Pocatello residents. While not currently in an urban renewal district the PDA is seeking a partner to establish a new district in the downtown with this property as a catalytic project to initiate the district. As part of this project the PDA intends to transfer ownership to the developer at a to be negotiated price, but in no case less than the fair value for uses as determined by a fair reuse appraisal. PDA will negotiate an agreement to negotiate exclusively with the selected developer to guide discussions leading to the preparation of a disposition and development agreement.
- B. About PDA:** The PDA is an Urban Renewal Agency located in Southeast, Idaho. The purpose of the PDA is to undertake urban renewal projects in areas designated by the City of Pocatello to be deteriorating and to undertake rehabilitating, conservation, redevelopment, or a combination thereof of such area, or areas, in the interest of the public health safety, morals or welfare of the residents of the City of Pocatello. The PDA shall afford maximum opportunity consistent with the needs of the City of Pocatello as a whole, to the rehabilitation or redevelopment of the urban renewal areas by private enterprise.
- C. Project Details and Information:** The project involves a historic building located in Downtown Pocatello that was destroyed by fire in 2014. The building was recently donated to the PDA, who is now looking to redevelop this building/site. The building was constructed in 1909 of unreinforced masonry and shares common walls on both sides. The west side is to remain intact and on the east side the upper stories will most likely need to be removed to the level of the shared wall of the neighboring building. This property provides a great opportunity to enhance Pocatello’s historic core and further the City’s Downtown Development Plan. [Pocatello Downtown Development Plan](#).



Located near the key downtown entry point of the Center Street Underpass, this building is one of the first seen by those coming into downtown. Historic Downtown Pocatello offers a unique and vibrant atmosphere that has an active Business Improvement District that provides great culture to the area, such as:

- Relight the Night, a historic tour of restored neon signs, [Relight the Night](#)
- Lookout Point, a public park that is home to many community events such as; the Farmer's Market, Food Truck Roundup, and Idaho State University's Welcome Back Orange and Black. [Lookout Point](#)

There are approximately 220 housing units, 756,000 sf of commercial space, and 3 acres of public open space in Historic Downtown. This building sits on approximately .11 acres of Central Commercial Zoned property that is central to the Historic Downtown, within 100 feet of an 80-space free public parking lot and dog park, approximately 800 feet from Lookout Point.

#### D. Project Site Information

<b>Address</b>	244 W Center Street, Pocatello, ID 83204
<b>Ownership</b>	Pocatello Development Authority (PDA)
<b>Site Description</b>	4,875ft <sup>2</sup> (97.5' x 50')
<b>Location</b>	The site is located in downtown Pocatello, Idaho within the Downtown Pocatello Historic District.
<b>Parcel/Legal</b>	Parcel #RPRPPOC276000; S26-T6S-R34E W50' OF E90' X S7 1/2' LOT 7 W50' OF E90' LOTS 8-9-10 BLOCK 432 POCATELLO TOWNSITE
<b>Zoning &amp; Allowed Land Use/ Current Use</b>	Zoning District: Central Commercial (CC) Overlay Districts: Original Townsite Overlay (OTO); Historic Preservation Overlay (HPO) Future Land Use: Urban Core (UC) All properties surrounding the site have the same zoning and overlay designations.
<b>Parking</b>	There are no parking requirements in the CC zoning district.
<b>Design Standards</b>	A Certificate of Appropriateness is required for all exterior building alterations, new construction, demolition and/or building signage. All applicable design standards are outlined in the Pocatello Downtown Historic District Design Standards. <a href="#">Pocatello Downtown Historic District Design Standards</a>
<b>Access</b>	The site is surrounded by historic buildings. Access to the site includes 50' frontage along W Center Street and a 5' wide access between buildings from the rear of the site accessed only across adjacent properties.
<b>Infrastructure</b>	All utilities including sewer, water, gas, electricity, telephone, and internet are available. DISCLAIMER: Utility description is general. Contact utility providers for more information.
<b>Development Timeline</b>	To be negotiated
<b>Price</b>	To be negotiated, but in no case less than the fair value for uses as determined by a fair reuse appraisal

## Section II. Proposal Requirements

### A. Proposal Minimum Requirements:

In order for a proposal to be deemed complete and to be further reviewed it must include the minimum requirements. In the event the minimum requirements have not been met for a submission by the **due date of September 8, 2025 at 11:00 a.m. (MT)** the proposal will be deemed incomplete and will not be eligible for further consideration. Written notification confirming whether the proposal is considered complete will be provided to the contact listed in each proposal. If you have any questions regarding these minimum requirements, please contact the PDA as soon as possible.

**Submittals must include the following documents to be deemed a complete submittal:**

- 1. The Cover Sheet.** The individual listed on the Cover Sheet will be contacted if additional information or clarification on the submitted proposal is required.
- 2. Acknowledgement & Release.** Completed, completed and signed, Acknowledgement & Release Agreements that are attached to this RFP.
- 3. Development Team Information**
  - a. Development Team Identification: Include architect, engineer, contractor, developer, proposed development legal entity, etc. Include address, phone numbers and email contacts.
  - b. Provide an organizational chart for the development team.
  - c. Confirm whether the development entity has been formed and is registered with the State of Idaho. If it has not yet been legally formed, please confirm when it will be formed.
  - d. Identify whether development team has worked together on prior projects and identify and describe those projects briefly.
  - e. Include three professional references- including name, title, email and phone number. References cannot be a member of the development team.
  - f. Include financial statements of the development entity or, in the event the development entity has not yet formed or has no financial statement, include proof of at least one of the members of the development entity's financial capacity to deliver the proposed project. Additionally, a "letter of creditworthiness" from a financial institution(s) which describes prior credit relationships, prior lending history/ amounts/range, anticipated parameters for lending on the proposed project, and confirms the member or entity is not in default is also acceptable in lieu of or, in addition to, another form of a financial statement.
- 4. Portfolio/ Résumé**

Include portfolio or resume of developer including any similar projects.
- 5. Project Summary**

The summary should be no more than two single sided pages in length and should include a basic description of the proposed project together with ancillary uses as well as the following information:

  - Description of the means and methods to secure the site and building during the preconstruction and construction phases
  - Describe the means and methods to protect the adjacent buildings during preconstruction and construction phases
  - Describe whether the project is to rehabilitate the historic building or contemplates a demolition and development of a new structure
  - Number of proposed residential units, size and configuration of units: there are no explicit rent or unit mix requirements.
  - Description of any on and off-site improvements
  - Explain how the project meets the goals of this Request
  - Explain how the project meets the goals and objectives of the Pocatello Downtown Development Plan
  - Explain how the project meets the standards of the Pocatello Historic Downtown Design Guidelines
  - Description of working with the PDA for a new urban renewal/revenue allocation area for an area including the Monarch Building



- 6. Development Sources and Uses Budget.** PDA requires a proposed list of financing sources and a development budget. This may be preliminary but is required to be included with the proposal.
- 7. Development Timeline**  
A preliminary development timeline is required and must include major milestones including but not limited to: design review approval, certificate of appropriateness, planning and zoning approval, any additional land use entitlements, loan closings, land transfer, construction start, construction completion and a rent/lease up or sales schedule.
- 8. Project Drawings**  
A concept design showing building massing, site layout, floor plans, and building elevations of structures proposed on the site. Sketches that represent the elements listed above are all that is necessary; a full drawing set with floor plans, sections, and detailed elevations is not required or desired with this submittal.

The awarded Developer must have substantive experience with building restoration, demolition, and/or development in a downtown setting, building safety review, permitting processes, and the preparation of building documents that comply with local, state, and federal requirements. Only the Developers responding to the RFP will be considered. The PDA will evaluate responses to select a candidate to negotiate a contract. PDA invites interested parties to submit redevelopment proposals. Developers must have experience completing plans in accordance with the International Building Code (IBC), the International Fire Code (IFC), Americans with Disabilities Act (ADA) requirements, and any other local and state requirements for building demolition.

This solicitation is being conducted in accordance with the provisions of Idaho Code Section 50-2011. If it becomes necessary to revise any part of this RFP or otherwise provide additional information, an addendum will be issued to all prospective Respondents who received copies of the original request.

Proposal Due Date: September 8, 2025 at 11:00 AM MT

Proposal Subject: Redevelopment of the Monarch Building located at 244 W. Center St., Pocatello, Idaho.

RFP Title: Monarch Building Redevelopment

RFP Availability: RFP information packets will be available beginning June 23, 2025 after 8:00AM MT through September 8, 2025 at 10:59AM MT by contacting Brent McLane, Executive Director, at 208-234-6583, or via email at [bmclane@pocatello.gov](mailto:bmclane@pocatello.gov).

Return RFPs to: Pocatello Development Agency (PDA)  
Attn: Brent McLane  
911 N. 7th Avenue  
Pocatello, ID 83201

Any questions pertaining to the scope of services in this solicitation should be submitted in writing. All answers will be in the form of an addendum and sent to registered Respondents. All questions must be submitted in writing no later than 5:00 PM MT on July 25, 2025 to Brent McLane, Executive Director, at 208-234-6583, or via email at [bmclane@pocatello.gov](mailto:bmclane@pocatello.gov).

Please read this entire document before responding or submitting questions. Thank you for your interest.

RFP Issuance	DATE	June 23, 2025 at 8:00AM MT
Questions Deadline	DATE	July 25, 2025 at 5:00PM MT
Proposals Due	DATE	September 8, 2025 at 11:00AM MT
Interviews, if necessary	DATE	September 10-12, 2025
Anticipated Selection	Week of	September 15, 2025
Anticipated Contract Start	DATE	October 1, 2025

## A. Instructions

### 1. Time and Place for Submission

Proposals are to be submitted by mail or in person to Pocatello City Hall, Attn: Pocatello Development Authority, 911 N. 7<sup>th</sup> Avenue, Pocatello, ID 83201 by 11:00AM MT on September 8, 2025. Proposals will be considered on time if received by the Submission Deadline using the time on the clock located in the City of Pocatello, Planning and Development Services Department at City Hall. Postmarks will not be considered. E-mail submissions will not be accepted. The PDA shall not be responsible for proposals arriving late due to couriers, deliveries to wrong locations, express mailing service errors, etc. If, at the time that proposals are due, City Hall is closed due to uncontrolled events, proposals will be accepted until 11:00AM MT on the next day that City Hall is open. No individual extensions of this deadline will be granted. Late proposals will be deemed “non-responsive” and will not be opened. They may be picked up by the Respondent if so desired.

### 2. Idaho Code

Idaho Code Section 50-2011 applies to this request for proposals.

### 3. Disclosure of Information

Submission of a proposal shall be deemed acknowledgement that the Respondent is familiar with the Idaho Public Records Law, Title 74, Chapter 1, Idaho Code, and is bound thereby. Disclosure of any information provided by a Respondent in connection with this RFP shall be in strict accordance with the laws and regulations regarding such disclosure pursuant to Title 74, Chapter 1, Idaho Code. To review copies of proposals after contracts have been awarded, submit a written request in compliance with the Idaho Public Record Law by contacting the RFP contact person identified in this RFP.

### 4. Reservation of Right

The PDA may cancel this Request for Proposals or may reject in whole or in part any and all responses or proposals when it is determined that said cancellation or rejection serves the best interests of the PDA. The PDA reserves the right to reject any or all proposals after determining if each response is responsive and responsible.

### 5. Cost of Proposal

All costs involved in preparing the proposal will be borne by the Respondent. The PDA will not be liable for any costs associated with the creation of the proposal.

### 6. Incomplete or Conditional Proposals

Proposals, which are incomplete, conditional or obscure, may be rejected. No award will be made to any Respondent who cannot satisfy the awarding authority that they have sufficient ability and sufficient capital to enable them to meet the requirements of these specifications. The awarding authority's decision or judgment on these matters shall be final, conclusive, and binding.

## B. Submission Requirements

7. four (4) copies of the proposal, including the release, is to be submitted, in a sealed envelope clearly marked with the words: “Monarch Building Redevelopment Proposal” as well as the Respondent's name. Submission by email is not acceptable.

8. One digital copy of the proposal should be submitted with the hard copy. Electronic copies should be submitted on properly labeled portable media and MUST mirror paper versions exactly. Electronic copies must be a single PDF file. Submission by email is not acceptable.

9. Failure to submit proposals in the format described herein may result in the rejection of the proposal.

10. Selection of the development team is scheduled to be awarded within sixty (60) days of this proposal opening.
11. By submitting a signed proposal, the Respondent acknowledges and agrees to the Pocatello Development Authority's "Terms and Conditions" contained in Section III: Terms and Conditions.
12. If any changes are made to this RFP, an addendum will be distributed to all Respondents who have received the RFP.
13. A Respondent may correct, modify, or withdraw a proposal by written notice if received by the PDA prior to the time and date set for the proposal opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No. \_." Each modification must be numbered in sequence and must reference the original RFP. After the proposal opening, a Respondent may not change any provision of the proposal in a manner prejudicial to the interests of the PDA or fair competition. Minor informalities will be waived or the Respondent will be allowed to correct them. If a mistake and the intended correct wording are clearly evident on the face of the proposal document, the mistake will be corrected to reflect the intended correct meaning. A Respondent may withdraw a proposal if a mistake is clearly evident on the face of the proposal document, but the intended correct wording is not similarly evident.
14. All proposals must be signed by appropriate, authorized individual or individuals, e.g. if the Respondent is a partnership, by the name of the partnership, with the signature of each general partner. If the Respondent is a corporation, it must be signed by the authorized officer whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed, or appropriate certificate of authorization.
15. All questions and requests for clarification must be received in writing by 5:00PM MT on July 25, 2025.
16. Written addenda issued by the PDA will be e-mailed as necessary to all parties that the PDA is aware have requested documents using the contact information provided to the PDA. A copy of any addendum as may be issued will be on file with the PDA. Absence of "failure" messages electronically transmitted from addressee's site will serve as receipt of delivery of addenda. Respondent should contact Brent McLane via e-mail or phone, if they believe an addendum has not been received. A copy of all addenda that are issued should be included in the proposal package and each addendum should be initialed in the bottom left corner of the first page of the document by the Respondent.
17. The PDA is the awarding entity that will execute any agreements.
18. All proposals will be reviewed by the Evaluation Committee. A recommendation will be made by the Evaluation Committee to accept the proposal which is in the best interest of the PDA. The Evaluation Committee will, in turn, recommend to the Board for a vote to award. The consideration of all proposals and subsequent selection of a successful Respondent shall be made without regard to race, color, sex, age, handicap, religion, political affiliation, or national origin. The recommendation will be based on the evaluation criteria (Section IV).
19. Failure to complete the enclosed forms, answer any questions, or provide the required documentation will result in the proposal being deemed non-responsive and the rejection of the proposal, unless the PDA determines that such failure constitutes a minor informality.
20. Must be willing to execute an agreement to negotiate exclusively, and a disposition and development agreement.
21. Execute release documents as attached at time of submission of the proposal – see Exhibit B.



### **Section III. Terms & Conditions**

#### **1. General Terms and Conditions**

The PDA reserves the right to accept or reject all proposals or portions thereof without stated cause. The PDA reserves the right to re-issue any RFP or cancel the RFP if none of the proposals are deemed satisfactory to the PDA. Upon selection of a finalist, the PDA by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the PDA, for any reason, is unable to reach a final agreement with this finalist the PDA then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The PDA may also elect to reject all proposals and re-issue a new RFP.

Clarification of proposals: The PDA reserves the right to obtain clarification of any point in a Respondent's proposal or obtain additional information. Any request for clarification or other correspondence related to the RFP shall be in writing or email, and a response shall be provided within two business days. The PDA is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of the PDA. The PDA reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the PDA. The PDA reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Respondent.

#### **2. Conflict of Interest**

By the submission of a proposal, the Respondent agrees to ensure that, at the time of contracting, the Respondent will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Respondent's obligations under the Agreement. The Respondent shall further covenant that, in the performance of the Agreement, the Respondent shall not employ any person, or subcontract with any entity, having any such known interest.

#### **3. Public Information**

Information supplied by the Respondent to the PDA may be subject to the Idaho Public Records Law. Such information shall become public unless it falls within one of the exceptions in the statute, such as security information, trade secret information, or labor relations information. If the Respondent believes any information which is not public will be supplied in response to this RFP, the Respondent shall take reasonable steps to identify for the PDA what data, if any, it believes falls within the exceptions. If the proposal data is not marked in such a way as to identify non-public data, the PDA will treat the information as public and release it upon request. In addition, the PDA reserves the right to make the final determination of whether data identified by the Respondent as not public falls within the exceptions within the statute.

#### **4. Equal Employment Opportunity**

The Respondent agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual preference, disability, or age.

### **Section IV. Selection Process and Evaluation Criteria**

#### **1. Selection Process**

- I. Only those Respondents who submit all forms and materials as required and meet the Minimum Criteria will be considered responsive.
- II. Those Respondents who are considered responsive and are rated in the top three respondents after review of the Proposal Evaluation Criteria may participate in an interview with the Evaluation Committee on or about June 4-6, 2025. Interviews will be optional and the PDA reserves the right to conduct interviews or not based on the proposals received.

III. The PDA has determined that the selection of the most advantageous offer for these services requires comparative judgement of factors (evaluation criteria). The proposals will be evaluated on a points basis with the highest score being deemed the most advantageous.

IV. Selection will be made to the responsible Developer whose proposal is determined most advantageous, considering all factors specified in the RFP.

2. Minimum Criteria

I. Respondent has experience demolishing historic buildings in a downtown setting.

II. Respondent demonstrates experience and familiarity with the International Building Code (IBC), the International Fire Code (IFC), Americans with Disabilities Act (ADA) requirements, and any other local and state requirements for building demolition (or equivalent).

III. Respondent provides a project proposal for completing the Scope of Work. Project proposals shall include information explaining how the Scope of Work requirements will be achieved.

IV. Respondent provides at least three references.

3. Proposal Evaluation Criteria

Category	Maximum Points
Describe your team's size, resources, philosophy of service, financial stability, and capability to undertake this project.	20
Describe your team's experience with projects of similar size and scope.	20
List the names, titles, and relevant qualifications and experience of each member of your team, including sub-developers, that will be contributing on this project.	20
Describe the path your team will take in order to complete the objectives, including your approach to communication, quality control, sustainability, practicality, and design review and edits.	10
Describe your familiarity with any and all city, state, and federal laws and regulations that may be applicable to this project and your Developer's plan to comply with such.	10
Completion of Similar Work in Recent Years	10
How The Development Proposal Will Meet PDA Objectives: use of building materials that reflect the historic nature of the building and the area; preserve as much of the existing building as possible; compliance with existing zoning; probability of proposed developer's success, e.g. based on stability and capability of the developer; demonstrated success, market analysis, financial strength, timeline; developer's expectation of PDA for project's success; what if any	30

assistance will be requested of PDA	
Interview (optional for up to top 3 respondents if necessary)	20

## **Section V. Selection**

Following selection, developer and PDA will enter into an agreement to negotiate exclusively that will guide negotiations leading to the preparation of a disposition and development agreement.

If PDA and the selected developer are unable to reach an acceptable disposition and development agreement, the PDA may terminate negotiations with the Respondent and, at its sole discretion, may enter into negotiations with the second most highly advantageous Respondent and/or withhold the award for any reason and/or elect not to proceed with any of the Respondent and/or re-solicit via a new RFP.

## Appendix A: Photos of Existing Conditions



# Appendix B: Phase 1 Environmental Assessment Executive Summary

## Phase I Environmental Site Assessment Report Monarch Building Property, 244 West Center Street, Pocatello, Idaho

January 15, 2025

### Executive Summary

Stantec Consulting Services Inc. (Stantec) has completed a Phase I Environmental Site Assessment (ESA) report of the property located at 244 West Center Street, Pocatello, Idaho (the Subject Property), on behalf of the City of Pocatello (Client or City). The work was conducted in conformance with the City's community-wide brownfield assessment grant cooperative agreement (BF-02J15301) with the United States Environmental Protection Agency (EPA) except as may have been modified by the scope of work, and terms and conditions, requested by the Client. The Client has been designated as the User of this report. The intended use of this Phase I ESA is for due diligence in support of Subject Property transfer and redevelopment.

The Phase I ESA was conducted in conformance with the requirements of ASTM International (ASTM) Designation E1527-21, and All Appropriate Inquiries (AAI) as defined by the EPA in Title 40 of the Code of Federal Regulations, Part 312 (40 CFR 312), except as may have been modified by the scope of work, and terms and conditions, requested by the Client. Any exceptions to, or deletions from, the ASTM or AAI practice are described in Section 2.3.

The Subject Property is located on the northwest side of West Center Street between North Union Pacific Avenue and North Main Street in Old Town Pocatello, Idaho. The Subject Property consists of a single Bannock County tax parcel (RPRPPOC276000) comprising approximately 0.11 acres. The Subject Property is developed with the Monarch Building, a vacant, condemned building severely damaged by fire in 2014. Subject Property zoning is Central Commercial. Adjacent sites are used for commercial purposes and are zoned Central Commercial.

The Subject Property was first developed prior to 1892 with commercial storefronts. The current three-story Subject Property building was constructed in 1909, occupying 100% of the Subject Property. The first story of the building housed various retail businesses, while the upper stories housed 32 hotel rooms. In 2014, the building was severely damaged by fire, subsequently condemned, and has been vacant since.

We have performed a Phase I ESA in conformance with the scope and limitations of ASTM Practice E1527-21 of 14369 and 14371 Highway 30, Pocatello, Idaho, or the "Subject Property." Any exceptions to, or deletions from, this practice are described Section 2.3 of this report. This assessment has revealed the following recognized environmental conditions (RECs), controlled RECs (CRECs), and/or significant data gaps in connection with the Subject Property:

- Following the identification of RECs in a previous Phase I conducted by Stantec (Stantec 2024a), Stantec completed a Phase II ESA at the Subject Property (Stantec 2024b) consisting of the collection of three sub-slab vapor samples. Chloroform was identified in one sample at a concentration above the EPA Resident Soil Gas Vapor Intrusion Screening Level (VISL). The identified concentration of chloroform above screening levels constitutes a REC for the Subject Property.

**Phase I Environmental Site Assessment Report  
Monarch Building Property, 244 West Center Street, Pocatello, Idaho**

January 15, 2025

Given that the Property is zoned as commercial, the detected chloroform concentration in soil vapor does not pose an unacceptable risk to human health (i.e., commercial/industrial human health exposure scenario). Based on the proposed commercial future use, Stantec does not recommend further investigation at the time. If the Property is repurposed for residential use in the future, additional investigation may be warranted.

The preceding summary is intended for informational purposes only. Reading of the full body of this report is recommended.